Working From Home #3

tuanz

WHAT SOFTWARE DO YOU NEED?

With having to face a long stint of being physically isolated, you need to ensure that your remote working or learning set up enables you to be not only productive but works for you. This tip sheet is the second in series and covers the question around the type of connectivity you have.

With the current COVID-19 pandemic and New Zealand being at Level 4, we recognise that not every recommendation in this sheet is able to be actioned.

Software

Now you've got your hardware sorted, it's time to think about software. You may have tools provided by your employer, if not there are plenty of free and easy-to-use pieces of software, so here are some suggestions:

Documents and spreadsheets

If you need to write documents or handle spreadsheets, Google online suite works fantastically in a browser providing Docs and Sheets. Alternatives include Microsoft's free Office 365 online or Apple's free Pages and Sheets on a Mac.

Image editing

Most computers will come with basic image editing built-in, such as Microsoft's Photos and Apple's Preview or Photos. The free GIMP (GNU Image Manipulation Program) is powerful but fairly complex. Paint.Net is fairly feature-packed but simple on Windows, and Google Photos in a browser can handle basic photo improvement jobs.

Video conferencing

Chances are you're going to end up using what your employer provides, such as Zoom, Google Chat, Microsoft Teams and so on. The main consumer tools are Microsoft's Skype, Google's Duo and Apple's FaceTime. Most phone-based messaging apps, including WhatsApp and Facebook Messenger, also offer video chat, which can be easy to use. However, the most popular at the moment is the newest of the lot - Zoom - with the benefit of it working across all devices and operating systems. Most tools have a free version or you can splash out for a paid subscription if you need more features or more participants.